

**KANDAHAR AIRFIELD
HEADQUARTERS
AFGHANISTAN**



FORCE PROTECTION

**STANDARD OPERATING PROCEDURES
388**

KANDAHAR AIRFIELD (KAF) TRAFFIC SUPERVISION

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REFERENCES:

- A. COMKAF SOP 488 – Kandahar Airfield Non-Tactical Vehicle Registration
- B. ISAF SOP 360 – Military Police Operations
- C. ISAF SOP 361 – Theatre Driving Principles and Traffic Accident Procedures
- D. ISAF SOP 11010 – Policy for Vehicle Parking and Traffic Regulations
- E. NATO STANAG 2085 – NATO Combined Military Police
- F. COMKAF SOP 360 – Indirect Fire (IDF) Attack
- G. COMKAF SOP 500 – Major Incident Response Plan

PURPOSE

1. The purpose of this Standard Operating Procedure (SOP) is to implement policy, assign responsibility and establish procedures for traffic supervision on Kandahar Airfield (KAF), Afghanistan. This SOP and incorporated traffic point system regulates the safe and orderly conduct of pedestrian and vehicle traffic at KAF, enhancing combat capability by preserving our assets and resources.

GENERAL

2. Safe and efficient movement of personnel and vehicles is the objective of every traffic control program. This program focuses on ways to reduce traffic-related deaths, injuries and property damage.

APPLICABILITY

3. This SOP is applicable to all KAF personnel walking, running, biking, or operating a motor vehicle on KAF. All personnel on KAF are subject to the rules stated in this SOP, as well as guidelines contained in References A-G.

RESPONSIBILITIES

4. COMKAF establishes and manages the KAF traffic supervision program and has broad authority to regulate the movement of traffic and personnel on the installation. COMKAF delegates authority over this traffic supervision program to appropriate subject matter experts, as described in this SOP.

5. The Traffic Safety Committee (TSC) reviews all local procedures to ensure safe vehicle and pedestrian traffic. The TSC is an advisory body and a mechanism for subject matter experts from COMKAF HQ and National Support Elements (NSEs) to provide inputs to COMKAF with regard to traffic management and supervision on KAF. TSC membership includes a representative from the IMP Provost Marshal (PM), COMKAF CJ4 Engineering, US Garrison Department of Public Works (DPW), COMKAF CJ7 Safety Office, and National Support Elements (NSE). The COMKAF LEGAD shall serve as an advisory member.

6. The purpose of the TSC is to deal with traffic issues and coordinate the planning process. The TSC will meet quarterly to discuss trends, identified traffic hazards and other associated concerns. The TSC can be convened at any point to discuss issues and concerns that require immediate attention and the collective expertise of the TSC.

7. The IMP Provost Marshal is COMKAF's principal advisor on issues pertaining to the safe movement of personnel and vehicles. He acts as the TSC chairman, exercising staff responsibility for directing, regulating and controlling traffic. The IMP PM will recommend policy to assist COMKAF in the administration of local traffic supervision and enforcement programs within COMKAF's area of responsibility.

8. The IMP is responsible for enforcing all KAF traffic supervision policies and procedures, and for managing the traffic violation point assessment process. They are designated as first responders and their respective vehicles display Military Police markings and are equipped with blue lights and sirens. The IMP will investigate vehicle accidents on the installation, document them accordingly and meticulously track accident trends. In addition, the IMP will conduct traffic enforcement operations on the installation, issue traffic citations, track trends and report monthly statistics to COMKAF. The IMP will also assist the COMKAF Engineers and DPW with conducting traffic and traffic hazard studies.

9. COMKAF Safety Office (CJ7) develops traffic accident prevention initiatives in support of the KAF traffic safety program and will also assist the IMP and other agencies with accident and incident investigations.

10. COMKAF Engineering Office (CJ4-Eng) plans, designs, constructs, and maintains streets and abutting lands. It selects and determines appropriate design, procurement, construction, installation and maintenance of permanent traffic and parking control devices in coordination with the IMP and COMKAF Safety Office. It also ensures traffic signs, signals, pavement markings and barrier markings conform to the standards conducive to NATO nations. Finally, it ensures planning, design, construction and maintenance of streets and parking lots conform, where applicable, to host nation requirements.

11. National Support Element (NSE) Representatives. Ensure the enforcement of traffic standards and discipline associated with reported infractions as they pertain to members of their units. NSE representatives are encouraged to apply additional administrative and punitive measures over and above those administrative sanctions that COMKAF imposes in this SOP.

TRAFFIC PLANNING AND CODES

12. Traffic Planning. Safe and efficient movement of traffic on KAF requires traffic supervision. A strong traffic supervision program includes sound traffic circulation planning, supervision and control of pedestrian, non-motor and motor vehicle traffic. Proactive publication and enforcement of traffic laws and regulations together with timely and professional investigation of traffic accidents are also important. Finally, every successful program must include meaningful interaction, education, and communication with the general public.

13. The TSC develops traffic circulation plans providing for the safest and most efficient use of primary and secondary roads and forwards such plans through the IMP PM to COMKAF for approval. A major focus of KAF traffic planning is circulation control. As a minimum, the KAF traffic plan should consider the following:

- a. Normal and peak load routing based on traffic control studies.
- b. Effective control of traffic, using planned traffic flow patterns which include measures for special events and adverse road conditions.
- c. Traffic control at congested locations by IMP or designated personnel.
- d. Use of traffic control signs and devices.
- e. Efficient use of available parking areas.
- f. Efficient use of mass transportation

DRIVING PRIVILEGES

14. Requirements for Driving Privileges. Driving a vehicle on KAF is a privilege granted by COMKAF. If you accept that privilege, you must generally operate vehicles in a safe, conscientious, and courteous manner. Further, you must comply with the policies, procedures and instructions governing vehicle operation on KAF. These policies, procedures and instructions govern the operation of all wheeled, powered conveyances operated on KAF. Failure to follow the above general guidance may result in loss of driving privileges as set out in this SOP.

- a. Everyone operating a vehicle on KAF must have one of the following documents and be able to produce it upon request from the IMP: A valid government, military, host nation, or international driver's license. Drivers must also possess either an International Security Assistance Force in Afghanistan (ISAF) Identification Badge or home nation military identification card.
- b. Vehicles utilized on KAF must be properly registered consistent with Reference A. With the exception of vehicles on special passes, personnel are strictly prohibited from having vehicles privately owned or leased for personal use. This applies to personnel assigned to, or visiting, KAF.
- c. U.S. personnel are strictly prohibited from owning or operating a motorcycle on KAF. Even though the ability to purchase them may exist, U.S. personnel MAY NOT operate or register a motorcycle or privately owned vehicle on KAF.

15. Implied Consent to Blood, Breath or Urine Tests. As a condition of accepting authorization to drive on KAF, drivers give implied consent for evidentiary tests aimed at determining driving under the influence of drugs or alcohol. Implied consent is applicable when a reasonable suspicion exists that an individual of driving a vehicle under the influence of alcohol or drugs. Implied consent also exists at driving under the influence checkpoints at base entry control points or on the installation. If a driver declines submission to an evidentiary test to determine the existence of alcohol or drugs in his/her system when the request is based on probable cause or at a pre-designated checkpoint, the driver forfeits their driving privileges for a period of no less than one year. In addition, the driver may be subject to criminal action in their national jurisdiction.

TRAFFIC LAW ENFORCEMENT PRINCIPLES

16. Traffic law enforcement should motivate drivers to operate vehicles safely within the bounds of traffic laws and regulations and maintain an effective and efficient flow of traffic. Effective enforcement should emphasize selective enforcement and voluntary compliance by drivers. These goals can be reached by developing effective programs in the following areas:

- a. Publishing a realistic traffic code that is clearly understood by all KAF personnel.
 - b. Utilizing standard signs, markings and signals.
 - c. Maintaining an aggressive program to detect and apprehend drivers with suspended or revoked driving privileges.
 - d. Using sound discretion and judgment by the IMP in deciding when to detain, issue citations or warn offenders.
17. Enforcement activities against driving under the influence will include:
- a. Detecting, detaining and testing persons suspected of driving under the influence of alcohol or drugs.
 - b. Suspending or revoking driving privileges of those found driving under the influence.
 - c. Coordination with NSEs for any follow-on criminal or administrative proceedings under relevant national law.
18. Speed Measuring Devices. Speed-measuring devices will be used by IMP in traffic control studies and enforcement programs.

TRAFFIC STOPS AND INSPECTIONS

19. Traffic stops and inspections. In addition to Force Protection inspections at entry control points and entrances to restricted areas, traffic stops and vehicle inspections are authorized when there is probable cause to enforce a traffic regulation or reasonable suspicion of other criminal activity. Traffic control check points can also be utilized during Random Anti-Terrorism Measure (RAM) operations and driving under the influence deterrence and detection operations, and traffic education and awareness operations.
20. Vehicle operators may be issued tickets for violations (moving and non-moving) of the traffic supervision code located at Annex A. IMP should, before issuing the ticket, consider the propriety of a warning versus issue of a traffic ticket. Also, IMP should determine the seriousness of the combination of two or more violations committed on a single occasion and determine the appropriate infractions for citation on a single ticket. Reports of traffic violations shall be recorded on DD Form 1408 and will serve as a basis for determining point assessment as outlined in Annex A.
21. Vehicles equipped with blue lights may only utilize them if authorized and in the execution of emergency response situations. If a vehicle operator is found to be

utilizing blue lights outside of emergency situations the light bar will be confiscated and the unit Commander or First Sergeant (or equivalent) must report to the ISAF IMP station with proof of ownership of the lights and/or authorization of their unit to utilize emergency equipment.

22. Passing is not authorized on KAF. The only exception is the passing of Force Protection HMMWVs, heavy equipment or construction equipment/vehicles that are significantly impeding the flow of traffic due to their position and/or excessively slow speed. The driver of the passing vehicle will take into account the area and road conditions and not pass unless safe to do so.

23. The possession or use of any radar detector or other electronic device that detects, disrupts or deceives a radar or laser speed detection device is prohibited on KAF. If a vehicle operator is found to possess a radar detection device it will be confiscated as contraband.

APPREHENDABLE OFFENSES

24. For purposes of safety and security, IMP patrolmen will apprehend anyone who commits a traffic offense that results in suspension of their driving privileges. Apprehended persons will be transported to the IMP station, processed and released to their supervisor/chain of command.

TRAFFIC VIOLATION POINT SYSTEM

25. The traffic violation point system applies to all personnel operating a vehicle on KAF. These points will accumulate over a rolling six month period beginning with the first violation; any points accumulated outside this period will be removed. Any points accrued leading to a suspension will be reset at the end of the suspension time-frame.

26. Traffic violations (moving and non-moving) will be assessed points according to Annex A of this SOP based upon the offenses cited by the IMP on the traffic ticket (DD Form 1408).

27. Violators have seven (7) calendar days to report to the IMP with their supervisor after being issued a citation. After the seventh (7th) day, one point will be assessed to the violator's driving record for every day the ticket remains open. (For example, 10 days to respond to a ticket = 3 additional points.)

28. Violators will lose their driving privileges for one month if they attain 6 points in a six (6) month period. Additionally, if a driver accumulates nine (9) points in a six (6) month period, they will lose their driving privilege for six (6) months. Finally, if a driver accumulates 12 points in a six (6) month period, they will lose their driving privilege for 12 months.

TRAFFIC VIOLATION REPORTING AND TRACKING

29. On receipt of a DD Form 1408 (ticket) or other military law enforcement report of a violation, the violator will inform their unit Commander and/or First Sergeant (military), or designated supervisor (civilian), within 24 hours as stated on the reverse of the citation.
30. All traffic violations will be tracked by the IMP reports and analysis section, using a computer database. One copy of the citation will be kept on file for six months from the month of issue. Exception: Tickets leading to a suspension will remain on file until the end of the suspension period.
31. Annex A provides a list of traffic violations and the points associated with each.
32. Driving Records. IMP will use a locally devised trend analysis tracker to record vehicle infractions.
33. Infraction Records. Driver traffic violation records will only be kept on file for six months unless a suspension or revocation is pending. At the end of the suspension or revocation period greater than 6 months the driver's record will be wiped clean.

SUSPENSION OF PRIVILEGES

34. Suspension of Driving Privileges. COMKAF may suspend base driving privileges for lawful reasons related to traffic violations, failure of vehicle registration, or safe vehicle operations. COMKAF may impose multiple suspensions to run consecutively or concurrently. Typically, the form at Annex C shall be used to notify drivers and their supervisors of a suspension of privileges.
- a. COMKAF has discretionary authority and may withdraw anyone's privilege to operate a government or leased vehicle on KAF.
 - b. COMKAF hereby delegates authority to the IMP PM to immediately issue a temporary suspension letter to anyone under investigation of a serious traffic incident, accident, reckless driving, or driving under the influence/intoxicated driving incident, pending final determination of the investigation.
 - c. COMKAF hereby delegates authority to the IMP PM to issue driving suspension letters for violators of the KAF Traffic Policy when the offense or points accrued warrant suspension of privileges, pursuant to Annex A.
35. Driving During an Indirect Fire (IDF) Attack, Ground Attack, or Mass Casualty Event. COMKAF may suspend driving privileges for individuals who do not pull off of the road during IDF, GROUND ATTACK, MASS CASUALTY or any other emergency alarm notifications via the GIANT VOICE or WAVE System that requires the base populace to take shelter. Only responding force protection, military police, flight line

security, JDOC, fire and medical personnel are authorised to be on the roadways after the two minute soak period following an IDF attack. All other drivers and pedestrians must remain in shelter until the "All Clear" (and accompanying tone) is announced. For further details in the above situations, see References F and G.

36. Other Immediate Suspensions. COMKAF, through the IMP PM, will immediately suspend driving privileges for a period of not less than one year in the following circumstances:

- a. A person is lawfully detained for intoxicated driving, or refuses to submit to or complete tests to measure blood alcohol or drug content as required by the Implied Consent Policy.
- b. A conviction, non-judicial punishment, or a military, civilian or local national administrative action resulting in the suspension or revocation of a driver's license for intoxicated driving. Official documentation is required as the basis for this type of suspension action.
- c. When a serious incident involving a vehicle occurs and COMKAF determines immediate suspension of driving privileges is required to preserve public safety or the good order and discipline of base personnel.

TRAFFIC REGULATIONS (MOTOR VEHICLE AND NON-MOTOR VEHICLE)

37. Pedestrians. Walk or run on the left side of the road and against the flow of traffic where safe to do so, and use sidewalks to the maximum extent when provided. At no time are pedestrians to run or jump into the roadway and impede the flow of traffic. Pedestrians are to use all marked crosswalks and exercise extreme caution when crossing roads on KAF. The use of audio headphones by pedestrians on the installation is strictly forbidden. Individuals are responsible for increasing their visibility to traffic. During poor visibility or periods of darkness (defined as sunset to sunrise) it is critical that pedestrians provide 360 degrees of personal visibility through reflective materials and/or illumination. Therefore, during the hours of darkness or poor visibility:

- a. All personnel (military service members, civilians, and civilian-contractors) will ensure they reflect 360 degrees of visibility (wear a reflective belt or vest). Exception: IAW SOP 115, USMC personnel will carry an operational flashlight and have it on during hours of limited visibility in place of a reflective belt or vest.
- b. All personnel will wear a reflective belt or vest that provides 360 degrees of visibility while wearing military physical training (PT) gear or any civilian equivalent exercise clothing.

38. Runners and Joggers. Running or jogging on roadways during hours of darkness, or limited visibility, is discouraged. Reflective belts must be worn by all persons regardless of time of day or reflective clothing. The use of audio headphones

by runners and joggers outdoors is strictly forbidden, unless conducting physical training on the boardwalk track.

39. Bicyclists must follow the below guidelines, and may be cited by IMP for infractions:

- a. Bicyclists are to follow the same rules of the road as motor vehicles. All traffic signs; to include speed limit, stop and pedestrian signs are to be adhered to at all times while operating a bicycle.
- b. Bicyclists are to use hand and arm signals when stopping or turning. See Annex D for example hand and arm signals.
- c. Bicycle helmets, with a chin strap fastened and reflective belt or vest, will be worn at all times.
- d. During the hours of darkness bicycles must have an operational light on the front and back of bike.
- e. The use of audio headphones by bicyclists outdoors is strictly forbidden.

40. Restraint systems. Operators and passengers of all vehicles operated on KAF must wear safety restraint systems if equipped. The driver of the vehicle is responsible for all passengers in the vehicle. Regardless of who or the number of personnel found not wearing a restraint system, all individuals not wearing a restraint system will be cited.

41. Vehicles operated on KAF must not have any safety defects. Examples are inoperative headlights, inoperative taillights, inoperative turn signals, inoperative brake lights, restraint system removed or defective, etc. (Exception: Gators, Polaris and ATVs will use hand and arm signals in place of turn signals; however, tail lights and brake lights are required.) Vehicles found to be operating with defective equipment will be cited with a DD Form 1408 and given 48 hours to correct the deficiency. If the vehicle operator fails to report to the IMP Station Reports and Analysis section with proof of this correction within 48 hours the appropriate points will be assessed to their driving record.

42. Operation of Motorcycles, ATVs, Gators and other All-Terrain Vehicles:

- a. These vehicles must be operated in accordance with manufacturer rules. For instance, ATVs are not allowed passengers; Gators are not to transport personnel in the bed.
- b. Helmets, to include ballistic helmets, bicycle helmets and hard hats, will be worn by drivers and passengers. If a helmet is equipped with a chin strap it must be fastened.

- c. NSE approved eye protection is to be worn on all vehicles without a windshield.
- d. Seat belts will be worn if equipped.
- e. Motorcycles are strictly prohibited from being owned and/or operated by any U.S. personnel assigned to, or visiting, KAF. Personnel belonging to NSEs that allow motorcycles will wear helmets with a fastened chin strap, full finger gloves, eye protection, over the ankle boots, reflective vest, long pants and long sleeved shirts.

43. Headphones, earphones and cell phones. The wearing of headphones and earphones is prohibited for ALL drivers while operating a vehicle on base. This does not negate the wearing of hearing protection when conditions and good judgment dictate its use such as when driving in noise hazard areas. This restriction does not apply to intercom systems worn by tactical vehicle operators and their passengers. **The use of cell phones while operating a vehicle, whether motorized or non-motorized, is strictly prohibited.**

TRAFFIC ACCIDENTS AND INVESTIGATIONS

44. Traffic Accident Investigation. IMP will conduct investigations, in accordance with ISAF SOP 360, Military Police Operations, of the following:

- a. All accidents involving personal injury.
- b. All accidents involving disabling damage.
- c. Accidents occurring on base involving local national (LN) vehicle damage. A LN interpreter will be utilized for taking the LN statement and translating it into English.

NOTE: Generally, a detailed accident investigation includes, but is not limited to, an accident report form, field sketch, photos, and accident narrative.

45. Accident classifications. Traffic accidents are classified according to severity of injuries or property damage sustained. Accident classifications include the following:

- a. Severity of injury.
 - (1) Fatal accident. A motor vehicle accident that results in fatal injuries to one or more personnel. A fatal injury is one that results in death within 12 months of the accident causing the injury.

- (2) Incapacitating injury. An injury, other than fatal, that prevents the injured person from walking, driving, or normally continuing the activities that he or she was capable of performing before the accident. Examples are severe lacerations, broken or distorted limb, skull fracture, crushed chest, internal injury, unconscious when taken from the accident scene, or inability to leave the accident scene without help.
- (3) Non-incapacitating evident injury. An injury, other than fatal and incapacitating, that is evident to any person at the scene of the accident. Examples are lump on head, abrasions, or minor lacerations.
- (4) Possible injury. An injury reported or claimed that is not fatal, incapacitating, or non-incapacitating evident injury. Examples are momentary unconsciousness, claim of injuries that are not evident, limping, or complaint of pain, nausea, or hysteria.

b. Severity of vehicle damage.

- (1) Disabling damage. Any damage to a vehicle such that it cannot be driven (or towed in the case of trailers) from the scene of the accident after simple repairs, and without further damage or hazard to itself, other traffic elements, or the roadway.
- (2) Functional damage. Any non-disabling damage to a vehicle that affects operation of the vehicle or its parts. Examples are doors, windows, hood, and trunk lids that will not operate properly, broken glass that obscures vision, or any damage that could prevent the motor vehicle from passing an official motor vehicle inspection.
- (3) Other motor vehicle damage. Any damage to a vehicle that is neither disabling nor functional damage. Such damage usually affects only the load on the vehicle or the appearance of the motor vehicle. Examples are damage to hubcaps, trim, or grill; glass cracks that do not interfere with vision; dents; scratches; body punctures; or damage to load.

46. Traffic Accident Investigation Reports. The IMP will act as the focal point for gathering all accident information. Anyone involved in an on-base vehicle accident must report the incident immediately to the IMP. IMP will record accident information IAW ISAF SOP 360. This information will include the accident classification, time and date, location, name(s) of vehicle operator(s), unit (or contractor affiliation), vehicle description, and license number(s). It should also include a brief summary of any damage and circumstances contributing to the accident.

47. The IMP will Respond to and Assess All Reported On Base Accidents. IMP will respond to all on base vehicle accidents involving injury or disabling damage to accomplish the following:

- a. Render first aid and arrange for medical assistance.
- b. Protect personal property.
- c. Normalize traffic.
- d. Identify witnesses and personnel involved.

48. IMP personnel and others who prepare traffic accident investigation reports will indicate if a safety restraint system was used at the time of the accident.

DRIVING UNDER THE INFLUENCE (DUI)

49. COMKAF has a zero tolerance policy regarding driving after the consumption of drugs or alcohol. Driving privileges will be suspended for not less than one year for violation of this policy. DUI is the operation of any motorized vehicle with:

- a. With Blood Alcohol Concentration (BAC) greater than or equal to .01 g/100mL of blood;
- b. Breath Alcohol Content (BrAC) greater than or equal to .01 g/210L of breath;
- c. While under the influence of any drug or controlled substance; or
- d. While otherwise drunk (due to alcohol) or impaired due to a drug or any controlled substance). Drunk or impaired means any intoxication which is sufficient to impair the rational and full exercise of the mental or physical faculties.

NOTE: The BAC and BrAC standards articulated here are not to be confused with the “.10” standards employed in various other jurisdictions. Due to the nature of operations on KAF, and the general prohibition of alcohol and drugs, the threshold is exceedingly low.

50. Consent to Search Breath, Urine or Blood. If the IMP has a reasonable suspicion that a driver (either witnessed driving or otherwise in physical control of a motor vehicle) is under the influence of alcohol or drugs, the IMP may ask the driver to consent to a BAC or BrAC test. Consistent with paragraph 15 above, lawful consent is implied when:

NON SENSITIVE INFORMATION REL TO THE PUBLIC

- a. Reasonable suspicion based upon specific and articulable facts exists that a person is operating a vehicle while under the influence of drugs or alcohol; or
- b. The chemical analysis is requested as part of a pre-planned traffic checkpoint.

51. Refusal to submit to a lawfully requested chemical test of breath, urine and/or blood to determine the BAC or BrAC for alcohol or other drugs will result in an automatic 12 month suspension of KAF driving privileges, if requested under the implied consent provisions stated above. A driver will be advised that failure to voluntarily submit to or complete a test of blood or breath will result in suspension of on base driving privileges for at least one year.

TESTING POLICIES AND PROCEDURES

52. Testing under this instruction shall be conducted under the following circumstances:

- a. Using generally accepted scientific and medical methods and standards.
- b. By personnel qualified to administer tests for blood, breath or urine.

53. Portable breathalyzers may be used as part of a field sobriety test and for determining probable cause that would warrant additional testing.

54. Chemical tests of personnel involved in fatal accidents.

- a. KAF medical authorities will immediately notify and brief the IMP PM upon death of any person involved in a vehicle accident. Subject to military jurisdiction, medical authorities will examine anyone killed in an on-base motor vehicle accident or mishap. Tests will be conducted for the presence and concentration of alcohol or drugs in the blood, bodily fluids, or tissues as soon as possible and where practical within eight hours of death. Include the test results in the medical reports.
- b. As provided by national standards/approval and medical conditions permitting, a blood or breath sample will be obtained from any surviving operator whose vehicle is involved in a fatal accident.

55. Special rules exist for persons who have haemophilia, other blood-clotting disorders, or any medical or surgical disorder under treatment with an anticoagulant. Such people may refuse a blood extraction without penalty, but a breath test can be offered. Valid refusals must have the concurrence of a medical doctor.

56. Detection, Apprehension, and Testing of Drivers Operating Vehicles Under the Influence of Drugs and/or Alcohol.

- a. If a person, who is suspected of DUI, fails a field sobriety test, a breath, urine and/or blood test will be completed to determine alcohol or drug content. Tests of urine and/or blood will be conducted at Role 3. Tests of a driver's breath will be done on scene and/or at the IMP station.
- b. At no time should a driver be allowed to move their vehicle once they are stopped and probable cause exists that they are under the influence of alcohol or drugs. If the vehicle is blocking the road, the IMP will ask the driver if a non-intoxicated, licensed, occupant can move the vehicle. If no non-intoxicated occupants are with the driver, IMP will move the vehicle and park it off the roadway, secure it and maintain the keys as evidence.

APPEALS FOR TRAFFIC VIOLATIONS AND SUSPENSIONS

57. An individual may submit an appeal in writing to vacate a traffic violation or driving suspension by submitting a written request, endorsed by their commander (if applicable) or company manager, to COMKAF DCOM Spt through the ISAF Military Police Reports and Analysis Section within **10 days** of receipt of violation or suspension notice. If the driver or supervisor fails to make a timely written appeal, they waive their right to the appeal and the violation or suspension will stand. All written appeals must include a detailed reasoning and/or justification with relevant supporting documentation, witness statements, or evidence if available.

58. The decision made by COMKAF DCOM Spt will be based on the preponderance of evidence, upon review of information presented in the appeal as well as any additional information provided by the IMP or relevant witnesses. As the facts and circumstances dictate, DCOM Spt may vacate, mitigate, or increase the suspension period or points assessed in a given case. Any determination based on the appeal is without prejudice to the rights of the government in subsequent criminal or administrative proceedings involving the particular case or a similar incident.

59. Final appeal of decision. If COMKAF DCOM Spt determines the suspension is valid as issued or otherwise declines to grant the relief requested in the appeal, the individual may request a final appeal to COMKAF. The final appeal shall be submitted through the ISAF IMP Reports and Analysis section, in writing and with the endorsement of the commander (military and relevant civilians) or KAF site manager (contract civilians). There is no appeal above COMKAF.

60. Restricted driving privileges. May be requested through the Reports and Analysis section of the IMP to COMKAF, using the same process as a suspension appeal, and may be granted for mission requirements and unusual hardships. Restricted driving privileges will not be granted to any person not in possession of a

valid driver's license. Restricted driving privileges will be granted on a case by case basis and are not guaranteed.

PARKING

61. Illegal parking contributes to congestion, slows traffic flow on KAF, and presents a potential danger to emergency vehicles and first responders. Strong enforcement of parking rules results in better use of available parking while reducing traffic accidents and hazards. Enforcement has to be combined with community education and awareness initiatives in areas where illegal parking is a problem. When education and awareness has failed, COMKAF or his/her authorized representative may authorize towing of vehicles as a last resort. Towing will only take place after other attempts to have the vehicle moved have failed or when the vehicle poses a major traffic or safety hazard, for example when parked in fire lane. Reference Annex F for parking examples.

- a. The TSC advises COMKAF on parking policy for the common areas of the base.
- b. Vehicles are not to be parked within 9 feet/3 meters of a stop sign, marked pedestrian cross walk, or intersection.
- c. Tactical vehicles will only be parked in areas designated "Tactical Vehicle Parking Only".
- d. Only NTVs will be parked in areas designated "Non-Tactical Vehicle Parking Only".
- e. There may be additional Prohibited Parking areas other than those listed above.
- f. Reserve parking within the common area of KAF will be assessed through the TSC, with recommendations to COMKAF. COMKAF CJ7 will issue "certified" reserve parking sign stickers. Number of available spaces, parking design and layout, traffic flow and number of vehicles using facilities will help determine the number and location of reserved parking spaces.
- g. Parking in fire lanes is strictly prohibited. A fire lane is a gap between buildings designed to provide easy access for emergency vehicles attending incidents. Fire Lanes are marked by a "no parking" sign, Fire Lane sign, or fire lane barrier poles/indicators and require a minimum of six (6) meters or 18 feet space on either side of the fire lane. Vehicles will be parked so that an emergency vehicle or fire engine can navigate a turn into a fire lane with obstacle.

- h. Vehicles will not be parked in any manner that impedes the flow of traffic in parking lots or roadways.
- i. Refer to Annex E for the procedures regarding the disposition of Abandoned Vehicles contained in the IMP impound lot.

ON BASE CONVOY ROUTES

62. On base convoy routes will be utilized to reduce traffic issues on KAF. Convoys will use the routes described in Annex B as primary routes of travel on base to cut down on traffic congestion and minimize traffic safety concerns.

NON-TACTICAL VEHICLE REGISTRATION ENFORCEMENT

63. Any NTV found to be unregistered and operating on KAF shall be impounded by the IMP until its use can be determined to be safe and consistent with the good order and discipline on KAF. Upon release from impound, the owning unit must report to the IMP Reports and Analysis section within 72 hours with proof of vehicle registration. Failure by the NTV operator to produce proper proof of registration within 72 hours may result in a 12 month suspension of driving privileges for the operator of the NTV, consistent with the suspension procedures of this SOP. The vehicle will again be impounded, pending proper registration (coordinated through CJ4 Log).

64. NTVs need not be in actual operation (moving or idling) to be in violation of this SOP. Static vehicles present on KAF and without the appropriate registration for the purposes of this SOP shall be considered to be "operating" and are subject to the provisions of this SOP.

SOP REVIEW

65. This SOP is to be reviewed every twelve months by the TSC. Any recommended changes should be submitted to the IMP PM for consideration.

ANNEXES:

- A. Traffic Suspension Code and Violation Point System
- B. Suspension Memorandum
- C. Hand and Arm Signals
- D. Parking
- E. On-Base Convoy Routes
- F. Kandahar Airfield Impound Lot and Vehicle Disposition

ANNEX A
SOP 388
DATED: APR 12

TRAFFIC SUPERVISION CODE AND VIOLATION POINT SYSTEM

VIOLATION	POINTS	MINIMUM SUSPENSION/PENALTY
Operating a Vehicle Under the Influence of Alcohol, Drugs or an Intoxicant	12	Minimum 1 year
Owner Knowingly and Willfully Permitting a Physically Impaired Person to Operate the Owner's Motor Vehicle	9	6 months
US Personnel Operating a Motorcycle on KAF	12	1 year
Fleeing the Scene of an Accident (Hit & Run)--Person Injured	12	1 year
Fleeing the Scene of an Accident (Hit & Run)--Property Damage	9	6 months
Participating in Speed Contests or Racing	12	1 year
Driving while License or KAF Privileges Suspended	12	1 year
Accumulation of 12 points in six months or less	*	1 year
Accumulation of 9 points in six months or less	*	6 months
Accumulation of 6 points in six months or less	*	1 month
Driving Too Fast for Conditions (officer discretion)	3	
Speed Too Slow, Causing Potential Safety Hazard	2	
Speed 1-10 kph over posted speed limit	1	
Speed 11-19 kph over posted speed limit	2	
Speed 20-29 kph over posted speed limit	3	
Excessive Speed (Speed 30-39 kph over posted speed limit)	6	1 month

NON SENSITIVE INFORMATION REL TO THE PUBLIC

VIOLATION	POINTS	MINIMUM SUSPENSION/PENALTY
Reckless Driving—causing accident or injury: 40 kph over posted speed limit, significant weaving, or other reckless behavior (officer discretion; must cite on ticket). Driver will be apprehended by IMP	12	1 year
Reckless Driving—no accident or injury: 40 kph over posted speed limit, significant weaving, or other reckless behavior (officer discretion; must cite on ticket). Driver will be apprehended by IMP	9	6 months
Negligent Driving—causing property damage or injury (officer discretion; must cite on ticket)	6	1 month
Driving during IDF, Ground Attack, Mass Casualty, Alarm Red or other emergency alarm without authorization--impeding emergency or authorized vehicles	9	6 months
Driving during IDF, Ground Attack, Mass Casualty, Alarm Red or other emergency alarm without authorization--not impeding emergency or authorized vehicles	6	1 month
Failure to Register Vehicle (1st offense)	5	
Failure to Register Vehicle (2nd offense)	12	1 year
Failure of Driver/Occupant to Wear Seat Belt (one ticket per person)	3	
Using Cell Phone while Driving a Motorized Vehicle or Bicycle	4	
Failure to Maintain Control of Vehicle	3	
Failure to obey any official regulatory traffic sign or device requiring a full stop or yield of right of way	4	
Failure to Obey Traffic Signals or Instructions of an Enforcement Officer or Properly Appointed Enforcement Augmentee	4	
Failure to Stop/Yield for Emergency Vehicle	4	

NON SENSITIVE INFORMATION REL TO THE PUBLIC

VIOLATION	POINTS	MINIMUM SUSPENSION/PENALTY
Failure to Stop for Pedestrians in Marked Crossing Point	3	
Driving in a Prohibited Area	3	
Unauthorized or Unnecessary idling of vehicle	3	
Unattended Vehicle with Keys in Ignition	3	
Following Too Close	2	
Failure to Secure Load, Trash, or Debris to vehicle	2	
Wearing Headphones/Earphones while Operating a Motor Vehicle	3	
Wearing Headphones/Earphones while Running or Walking	2	
Failure to Wear Appointed PPE (helmet, eye pro, etc.)	2	
Inattentive Driving	2	
Improper Backing	2	
Driving Without a License	9	6 months
Failure to Produce Drivers License	1	
Improper Passing/Overtaking	2	
Improper Passing/Overtaking Bus Loading/Unloading	4	
Failure to Signal	1	
Unsafe Turn	3	
Operating a Vehicle with Inoperative Equipment	1	
Parking in or within 6m/18ft of the entrance to a Fire Lane	6	1 month
Parking in a No Parking Zone; Blocking an Entrance or Exit	1	
NTV Parked in marked Tactical Vehicle parking	2	
Tactical Vehicle Parked in marked NTV parking	2	
Impeding the Flow of Traffic	3	
Parked Against the Flow of Traffic	1	
Failure to Park Parallel where Marked	1	
Driving the Wrong Way on a One Way Road	2	

NON SENSITIVE INFORMATION REL TO THE PUBLIC

VIOLATION	POINTS	MINIMUM SUSPENSION/PENALTY
Driving in on-coming lane/Driving Against the Flow of Traffic	3	
Parking within 3 meters or 9 feet of a Posted Stop Sign, Marked Cross Walk, or Intersection	2	
Failure to Wear Reflective Belt/Carry Flashlight	1	
Crossing the Street OUTSIDE of a Marked Crosswalk (Jaywalking)	1	
Driving with Obstructed View (ice, dirt, mud, cracks in windshield, or any other defect(s) or object(s) that obscure driver's 360 degree view)	3	
Failure to Sit in Lowest Portion of Vehicle Bed (not allowed on flat bed vehicles)	3	Cite Driver & Violator
Misuse of Emergency Equipment	3	Confiscate lights

NOTE: When two or more offenses are committed on a single occasion, points may be assessed for each individual violation

ANNEX B
SOP 388
DATED: APR 12



Suspension Memorandum

MEMORANDUM FOR:

Service/Badge Number or Last four of **SSN#**:

FROM: COMKAF
Kandahar Airfield, Afghanistan

SUBJECT: Suspension of Base Driving Privileges

1. On _____, you were charged with:

☐ a. (DUS) Driving While Driver's License Suspended. You are hereby advised your base driving privileges on Kandahar Airfield shall be suspended for 12 months.

☐ b. (DWL) Driving Without a Proper Driver's License. You are advised your driving privileges on Kandahar Airfield shall be suspended for 6 months.

☐ c. (DUI) Driving Under the Influence. You are advised your driving privileges on Kandahar Airfield shall be suspended for _____ months.

☐ d. You have accumulated _____ POINTS. You are advised your driving privileges on Kandahar Airfield are suspended for _____ MONTHS.

This suspension shall become effective immediately; however, you may submit a written letter of appeal.

Effective on this Date:

Terminate on this Date:

2. Effective immediately, you are ordered to not operate any vehicle upon Kandahar Airfield. This order covers both private and government vehicles, as well as any other means of motorized transportation.

NON SENSITIVE INFORMATION REL TO THE PUBLIC

3. You may submit a letter of appeal to challenge your pending suspension by providing a written request, endorsed by your commander or equivalent (if applicable), to COMKAF DCOM Spt through ISAF Military Police Reports & Analysis Section within **10 days of receipt of this notice**. If you fail to submit a letter of appeal **within 10 days**, you waive your right to an appeal and this suspension will become effective for the time period given in paragraph 1.

4. In the written appeal, you may submit evidence, witness statements, and any other material for use in determining the appropriate action on the appeal.

5. The decision made by COMKAF DCOM Spt will be based on the preponderance of evidence, upon review of information presented in the appeal as well as any additional information provided by the IMP or relevant witnesses. As the facts and circumstances dictate, DCOM Spt may vacate, mitigate, or increase the suspension period or points assessed in a given case. Any determination based on the appeal is without prejudice to the rights of any government in subsequent criminal or administrative proceedings. If COMKAF DCOM Spt determines the suspension is valid or otherwise declines to grant the relief requested, you may request an appeal to the Commander of Kandahar Airfield (COMKAF) through the appeal mechanism outlined above. If a letter of appeal is submitted to COMKAF all past correspondence in relation to the suspension must also be submitted. There is no further appeal above COMKAF.

6. Restricted driving privileges can be requested and may be granted for mission requirements and unusual hardships. Restricted driving privileges will not be granted to any person whose driver's license is under suspension, or be granted to any person not in possession of a valid driver's license.

7. You are advised the Kandahar Airfield boundaries include anything inside the entry control points or perimeter boundaries.

8. This suspension will remain in effect during the appeal process until a decision regarding the appeal has been made. Please refer any further questions you may have to the ISAF Military Police Reports and Analysis Section at DSN (318) 841-1738.

I acknowledge receipt and understanding of this order.

Driver's signature	Date	Sponsor/Witness Signature	Date
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Driver's Information:

Driver's License Number and Country/State:

Current Address and Phone number:

Company Name/Information:

Organization:

Supervisor Name:

Supervisor Telephone #:

Supervisor or Company Email address:

Issuing IMP Member/Date (printed):

JACQUELINE WILLIAMS, SPC
IMP REPORTS AND ANALYSIS

Issuing IMP Member signature: _____

Distribution List:

Subject

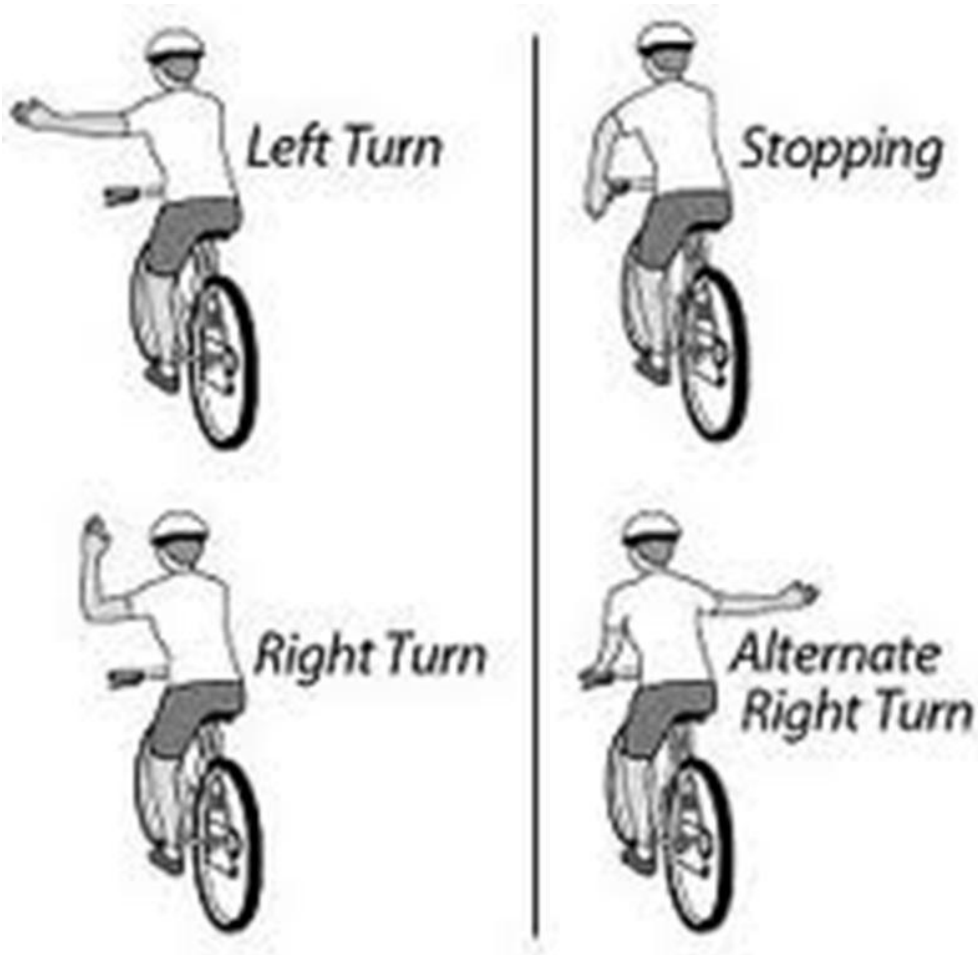
Unit Commander/Company Manager

COMKAF DCOM Spt

File

Hand and Arm Signals

The following is set of uniform hand signals for bicycles, motorcycles, ATVs, and Gators.

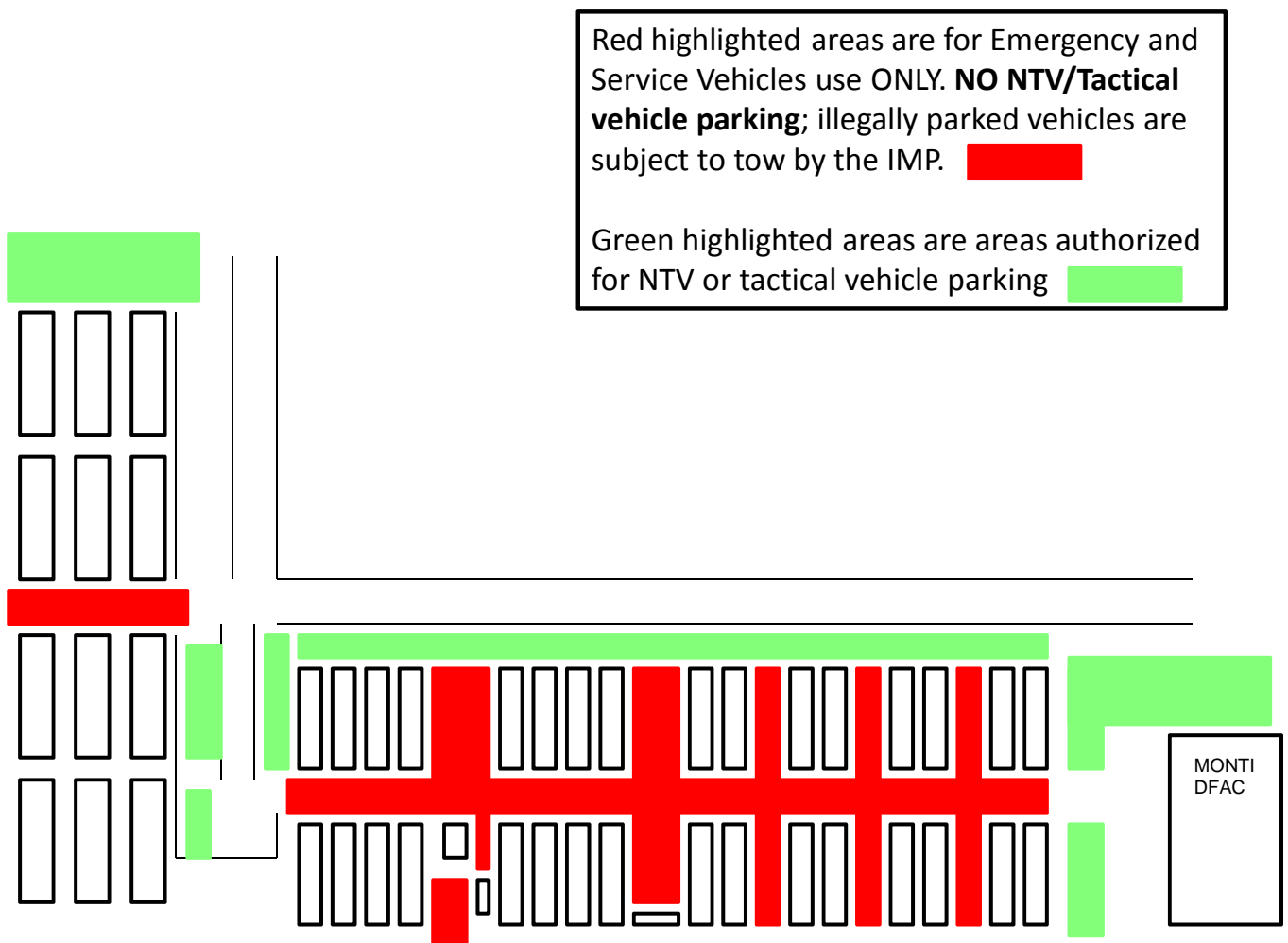


ANNEX D
SOP 388
DATED: APR 12

PARKING IN KANDAHAR AIRFIELD HOUSING AREAS

No privately owned, leased, government owned, or tactical vehicle will be parked in a manner so as it impedes the ability of emergency or service vehicles to respond and access the necessary area. Parking in the housing areas on Kandahar Airfield is extremely limited. Violations include, but are not limited to, the areas demonstrated below.

RLB HOUSING AREA



The following are parking examples in relation to fire lanes. Parking discrepancies are not limited to the examples below.



The red poles indicate an entry into a fire lane. No parking is allowed. The vehicle parked to the left of the fire lane entrance is parked illegally because it is within 6 meters/18 feet of the fire lane entrance. The vehicle parked to the right of the fire lane entrance is parked correctly because it is a minimum of 6 meters/18 feet from the fire lane entrance.



This vehicle is parked in accordance with the guidance mentioned in paragraph 61g because it is parked a minimum of 6 meters/18 feet from the fire lane entrance.



This vehicle is improperly parked and is subject to ticketing or tow by the IMP because it is parked within 6 meters/18 feet of the fire lane entrance...

MOD HOUSING AREA



NON SENSITIVE INFORMATION REL TO THE PUBLIC

The following are parking examples in relation to fire lanes. Parking discrepancies are not limited to the examples below.





This vehicle is parked in accordance with the guidance mentioned in paragraph 61g because it is parked a minimum of 6 meters/18 feet from the entrance to the fire lane.

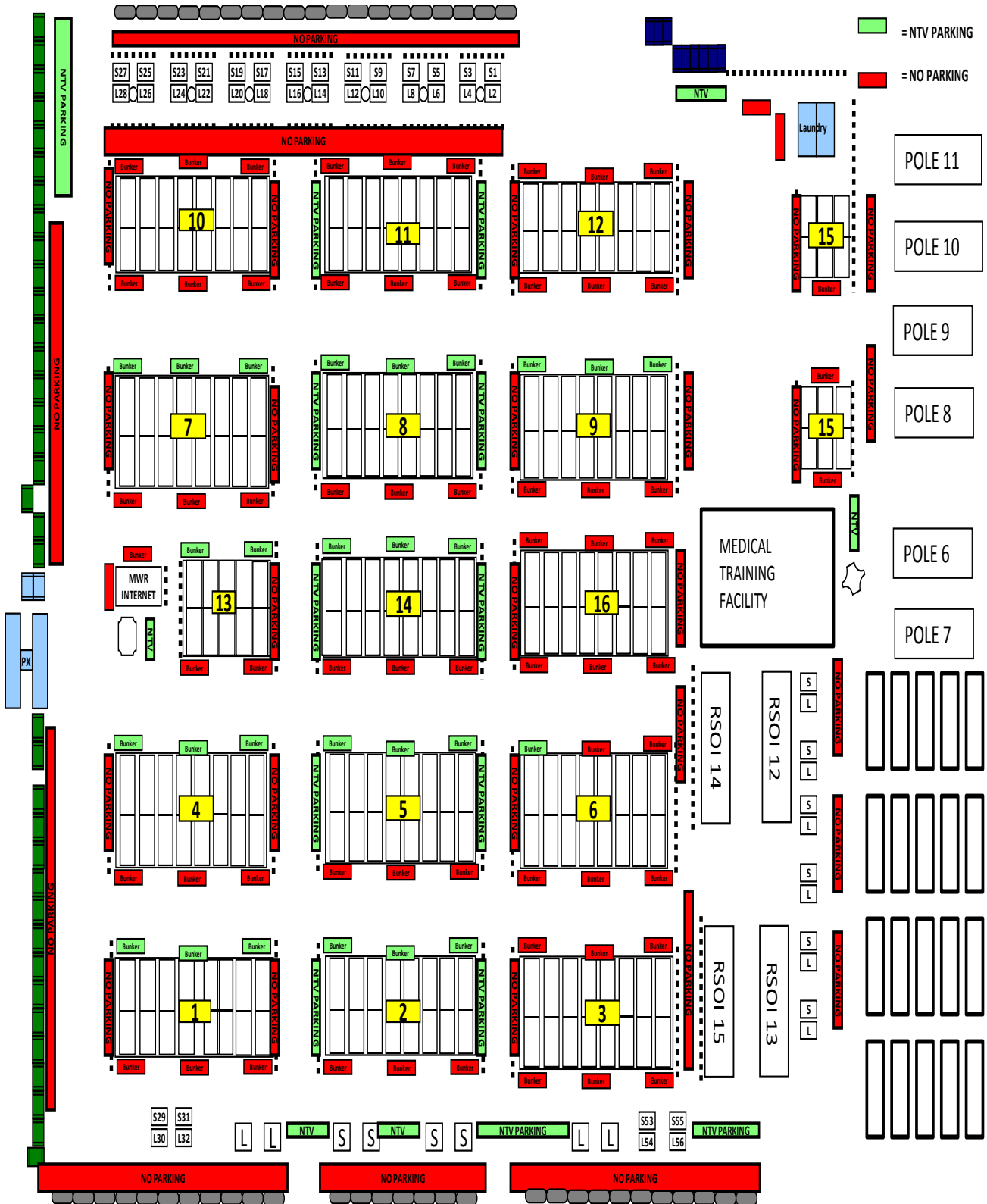


This vehicle is parked in accordance with the guidance mentioned in paragraph 61g because it is parked a minimum of 6 meters/18 feet from the entrance to the fire lane.



These vehicles are improperly parked and are subject to ticketing or tow by the IMP because they are parked within 6 meters/18 feet of the entrance to a fire lane.

SOUTH PARK HOUSING AREA



NTVs that park in designated areas may only park adjacent to the cement barriers so that they do not pose a hindrance to emergency vehicles or service vehicles.



This vehicle is parked correctly because it does not extend past the end of the cement barrier that is designated for NTV parking.

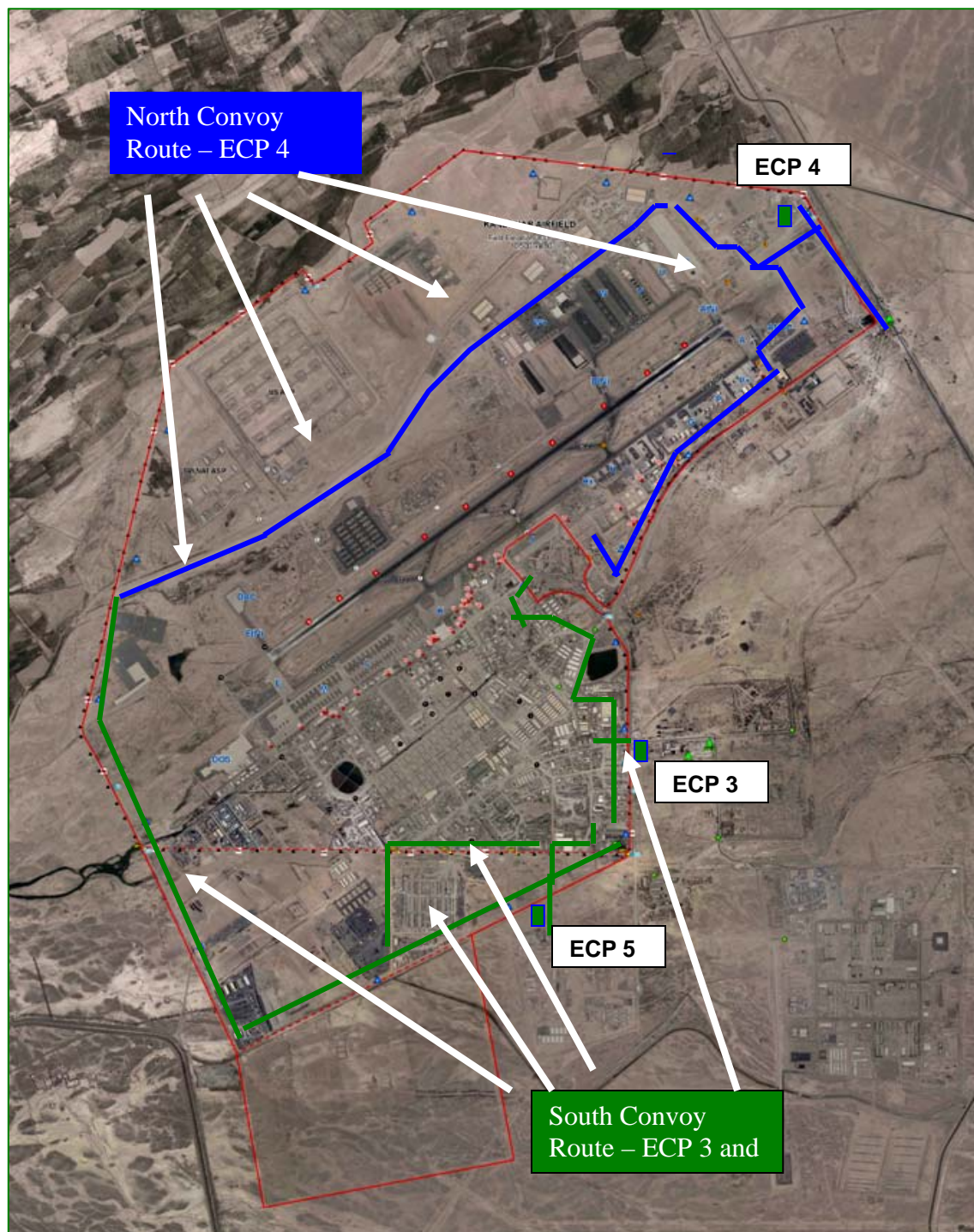


This vehicle is improperly parked because it extends past the end of the designated barrier and is subject to ticketing or tow by the IMP.



This vehicle is improperly parked because it is not parked adjacent to a designated cement barrier and is subject to ticketing or tow by the IMP.

On-Base Convoy Route



ANNEX F
SOP 388
DATED: APR 12

KANDAHAR AIRFIELD IMPOUND LOT and VEHICLE DISPOSITION

IMPOUND LOT

1. As part of their duties, the International Military Police (IMP) will coordinate the towing of abandoned vehicles, disabled vehicles, vehicles impeding the flow of traffic, vehicles parked in fire lanes, vehicles involved in accidents that are damaged beyond repair, vehicles of evidentiary value, and vehicles impounded for other reasons.
 - a. When vehicles are to be towed, the IMP will make arrangements with KAF contracted towing services to have the vehicles towed to the impound lot or other appropriate overflow lot as designed by the IMP Provost Marshal.
 - b. IMP personnel will document towing vehicles utilizing DD Form 2506, DA Form 4137 or the IMP journal. A DA Form 4137 will be used if the vehicle to be towed has evidentiary value. Within 24 hours of the vehicle being towed, the IMP impound lot custodian will verify the vehicle's inventory and damages, establish an estimated fair market value in conjunction with CJ4 Logistics (CJ4), and add the vehicle to the impound lot log.
 - c. The IMP impound lot custodian will maintain documented accountability for all vehicles in the impound lot until they are claimed and retrieved by the owner/responsible entity. Owners/responsible entities are defined as individuals, companies and or organizations that are able to show legitimate proof of ownership for the vehicle(s). The release of vehicles to the owner/responsible entity will be documented by the IMP accordingly utilizing DD Form 2506 and DA Form 4137. This documentation will be maintained on file for a minimum of 60 months.
 - d. The IMP will take reasonable measures to ensure the property is kept in safekeeping to prevent theft, pilferage, or unwarranted deterioration.

UNCLAIMED VEHICLE DISPOSITION

2. In the event that a vehicle is not claimed within 5 days of its entry into the impound lot, the IMP will make all reasonable, diligent efforts to discern the owner/responsible entity and will document the efforts. Such efforts may include:
 - a. Search of the KAF vehicle registry for the vehicle owner.
 - b. Search of IMP records for information as to the vehicle owner.

NON SENSITIVE INFORMATION REL TO THE PUBLIC

- c. Coordination with National Support Elements (NSE) and national law enforcement agencies to search vehicle registration and other databases/registries.
 - d. Search of the vehicle to determine any evidence as to the identity of the registered owner.
- 3. If an owner/responsible entity is discovered, the IMP will make reasonable efforts to contact this party at their known address or place of business. Efforts may include:
 - a. Site visits to the last known place of business on KAF.
 - b. Search of records systems noted above for contact information.
 - c. Coordination with COMKAF CJ8, Contracting and CJ4, Contracting Administration Cell on how to contact a contractor.
 - d. Coordination with the relevant NSE.
- 4. In the event that the IMP is not able to determine, find, or contact the owner/responsible entity, they will coordinate with CJ4 Logistics (hereinafter CJ4) to notify the base populace in an effort to prompt the owner/responsible entity to contact the IMP and claim their vehicle. Typically, this will be accomplished in the form of an All Users Message (AUM) by COMKAF CJ6. Any other appropriate e-mail databases should be employed as well. The AUM will include, at a minimum:
 - a. As much relevant data about the vehicle(s) to be disposed of as possible; at a minimum this will include the make, model, color, and VIN number.
 - b. That the vehicle(s) is/are in the process of final disposition, which may include sale, scrap or other disposal, and this e-mail serves as the final notice to assert any claims to the vehicle(s).
- 5. In the event that no one comes forward within 45 days of the AUM (or, in rare occasions, use of a similar mass-notification method), COMKAF hereby delegates to the Deputy Commander for Support (DCOM Spt) the authority to review the efforts made for each vehicle and make a final determination as to the vehicle's status, utilizing the categories below:
 - a. Abandoned, Approved for Disposal. These vehicles have no clear owner/responsible entity. There are no limits on the disposition of the property. Follow internal procedures to dispose of the vehicle.
 - b. Abandoned, Not Approved for Disposal. These vehicles have no clear owner/responsible entity. There are no limits on the disposition of the

property. However, the vehicle will remain in the impound lot pending approval for disposal.

- c. Pending Disposition. There is not enough information available to determine that the vehicle(s) have no clear owner/responsible entity. Continue efforts to determine ownership.

6. COMKAF CJ4 assume responsibility for, and subsequent disposition of, any vehicle determined Abandoned, Approved for Disposal. CJ4 will issue a memorandum authorizing the reallocation of specified vehicles to the appropriate parties (the recipient, scrap hauler, etc.). This memorandum must be presented to the IMP impound lot custodian for the vehicle(s) to be released. The transfer of responsibility for the vehicle from the IMP to the authorized party will be documented utilizing the DA Form 4137 and maintained on file for a minimum of 60 months.

7. After assuming responsibility for a vehicle, the CJ4 will make a determination within 15 days if the vehicle is salvageable and can be re-missioned. If so, and CJ4 elects to refurbish the vehicle, CJ4 will make all logistical arrangements to have the vehicle refurbished and assigned to the COMKAF or other vehicle fleet accordingly. In the event that a vehicle is not salvageable, suitable, or desirable to be re-missioned, CJ4 will determine if any KAF entity has a legitimate training need for the vehicle. If so, the CJ4, in conjunction with the IMP impound lot manager, will make arrangements to have the vehicle removed from the impound lot and towed to the entity's approved training site. This will be at no expense to COMKAF HQ or the IMP, except for properly funded and authorized expenses for the training or other benefit. The disposition of the vehicle(s) will be documented by both CJ4 and IMP the impound lot manager and maintained on file for a minimum of 60 months.

8. In the event that CJ4 does not re-mission a vehicle and no one identifies a legitimate training need, the CJ4, in conjunction with the IMP impound lot manager, will make all logistical arrangements to have the vehicles "scrapped" or find an alternative disposition. Any disposition beyond the options outlined herein must be approved by DCOM Spt. The disposition of the vehicle will be documented by both the CJ4 and the IMP impound lot manager and maintained on file for a minimum of 60 months.

9. If a legitimate claim for a vehicle is made at any point during the process or after the disposition process, all reasonable efforts will be made to turn the vehicle over to the rightful owner. If the rightful owner comes forward after the vehicle has been re-missioned or provided to an entity for training needs, CJ4, with assistance from the IMP and COMKAF LEGAD if necessary, will make all efforts to have the vehicle turned over to the rightful owner.

10. In the event that there is a question, concern or dispute involving the disposition of a vehicle, CJ4 will contact COMKAF LEGAD.